



Director, Parks and Recreation

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

 [Bookmark this Posting \(/bookmarks?posting\\_id=120698\)](/bookmarks?posting_id=120698)

 [Print Preview \(/postings/120698/print\\_preview\)](/postings/120698/print_preview) |

This posting does not accept online applications. Please contact your Human Resource Office for instructions on how to apply.

Position Information

Position Information

Posting Title	Director, Parks and Recreation
Job Requisition Number	COA092415
Position Number	102411
Job Type	Full-Time
Division Name	PARD Office of the Director
Minimum Qualifications	<ul style="list-style-type: none"><li>• Bachelor’s degree from an accredited college or university with major coursework in Park or Recreation Administration, Public Administration, Business Administration or closely related, plus eight (8) years of related experience, five (5) of which were in a managerial capacity.</li><li>• Master’s degree from an accredited college or university may substitute for two (2) years of the required experience.</li></ul>
	<p><b>Licenses and Certifications Required:</b></p> <ul style="list-style-type: none"><li>• May be required to obtain a Certified Park and Recreation Professional Certificate (CPRP) or Certified Park and Recreation Executive (CPRE) issued by the National Recreation and Parks Association within one (1) year from date of employment.</li><li>• A valid Texas Class C driver’s license or have the ability to obtain within ninety (90) days of employment.</li></ul>

This recruitment will be led by Raftelis.

**Please click here to be routed to the consultant's web page**

([https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:f15ea734-d05d-4e01-858c-715b143fe1df?](https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:f15ea734-d05d-4e01-858c-715b143fe1df?viewer%21megaVerb=group-discover)

viewer%21megaVerb=group-discover) for additional information and to view or download a brochure that details this opportunity.

**To view the City of Austin recruitment video, please click here.** (<https://youtu.be/lmXyHwXyMbg>)

For optimum consideration, candidates must submit a cover letter and résumé by **Tuesday, October 15, 2024**, by **clicking here** (<https://jobs.crelate.com/portal/raftelis/job/mshouark1r9tj5b6oykoaqngga>).

Information submitted for consideration may be made available to the public in compliance with the Texas Open Records Act. Interested candidates are encouraged to contact one of the recruiters below before submitting materials.

**Notes to Applicants**

**CONFIDENTIAL INQUIRIES ARE WELCOMED TO:**

Pamela Widerman | [pwideman@raftelis.com](mailto:pwideman@raftelis.com) | (704) 287-7649

Robert Colichio | [rcolichio@raftelis.com](mailto:rcolichio@raftelis.com) | 503-866-4213

**If you are selected as a top candidate:**

- Verification of your education (which may include high school graduation or GED, undergraduate, and/or graduate degrees) will be required. You must provide proof of education from an accredited organization/institution and proof of your professional licenses or certifications.
- This position has been approved for a Criminal Background Investigation (CBI).
- The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance, please contact 512-974-3210 or Relay Texas 7-1-1.
- The City of Austin is an Equal Opportunity Employer.

This posting does not accept online applications. Please review the notes to applicants section of this job post for information on how to apply. **This posting is open until filled.**

**Pay Range**

Commensurate

**Hours**

8:00AM – 5:00PM Monday – Friday  
\*Hours may vary depending upon business needs.

**Job Close Date**

**Type of Posting**

External

**Department**

Parks and Recreation

**Regular/Temporary**

Regular

**Grant Funded or Pooled Position**

Not Applicable

**Category**

Professional

**Location**

200 S. Lamar Blvd. Austin, TX 78704



The City of Austin **Parks and Recreation Department (PARD)** provides, protects and preserves a park system that promotes quality recreational, cultural and outdoor experiences for the Austin community. Working with the City of Austin provides a number of health and welfare benefits, such as medical, paid leave time, a great retirement plan, training opportunities and more! Click **HERE** (<http://www.austintexas.gov/department/active-employee-benefits>) for more information.

#### Preferred Qualifications

**The ideal candidate should a self-motivated, autonomous leader who is team oriented and possess excellent interpersonal skills. The ideal candidate should be goal oriented and embrace the spirit of inclusion.**

The following core competencies are important for this role:

- **Exceptional Leadership** – A cohesive leader who has sharp problem-solving skills with the ability to build quality interpersonal relationships throughout the City with diverse communities.
- **Communicates Effectively with an Equity Mindset** – Ability to manage diversity, understand inclusion, and work with diverse communities and populations to build constructive and effective relationships, and convey and receive information.
- **Administration Skills** – Proven ability to lead and manage a diverse team within a dynamic environment while remaining compliant and transparent.
- **Customer-Focused** Strives to deliver high-quality results and superior service that exceeds expectations while remaining mindful of the needs and perspectives of both our internal and external stakeholders.
- **Community Collaborator** – Has experience presenting complex strategies to internal and external stakeholders on projects and programs that may include public outreach, City Council updates, and program implementation.
- **Agility** Ability to effectively manage and guide those changes through significant challenges.

**Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.**

1. Oversees the development, implementation, and evaluation of programs and services that support the department's mission, vision, and values.
2. Oversees and directs policies, procedures, and regulations pertaining to parks and recreation facilities, land assets, acquisition and management, and cemetery oversight.
3. Manages and leads programs and activities among various City Departments, neighborhood associations, public agencies, and private sector representatives, and other agencies.
4. Plans, manages, and develops the department budget.
5. Prepares reports and memoranda on departmental activities.
6. Develops and implements short and long-term goals and objectives.
7. Responds to and resolves complex and sensitive issues and complaints both internal and external.
8. Ensures all activities are carried out in compliance with City and departmental policies and procedures, local, state, and federal regulations and laws governing activities.

#### Duties, Functions and Responsibilities

##### **Responsibilities- Supervision and/or Leadership Exercised:**

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

**Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

#### **Knowledge, Skills and Abilities**

- Knowledge of the principals and practices of public administration.
- Knowledge of Local, State, and Federal laws, ordinances, and regulations.
- Knowledge of operational characteristics, services, and activities of a Parks maintenance and recreation programs.
- Knowledge of the City's ethnic and cultural demographics and the concerns and needs of community groups and special interest organizations.
- Knowledge of public relations, marketing, and public information concepts and practices.
- Knowledge of environmental regulations related to public lands, urban preserves, recreational facilities, and waterways.
- Knowledge of development, maintenance, and construction of recreation facilities; and project management.
- Skill in supervisory and managerial techniques and principles.
- Skill in oral and written communications.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in data analysis and problem solving.
- Skill in fiscal planning, preparation, and analyzing budgets, reports, and studies.
- Ability to prepare and administer long range plans and capital improvement programs based on current and future demands on the parks and recreation system.
- Ability to maintain effective communication and working relationships with boards and commissions, outside agencies, City employees, and the public.

#### **Criminal Background Investigation**

This position has been approved for a Criminal Background Investigation.

The City of Austin is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please call (512) 974-3210 or Texas Relay by dialing 7-1-1.

#### **EEO/ADA**

The City of Austin will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, or sexual orientation. In addition, the City will not discriminate in employment decisions on the basis of an individual's AIDS, AIDS Related Complex, or HIV status; nor will the City discriminate against individuals who are perceived to be at risk of HIV infection, or who associate with individuals who are believed to be at risk.

#### **Information For City Employees: If you are an employee within**

the department, are in good standing and meet both the minimum and preferred qualifications, then you will receive an initial interview.

### **Supplemental Questions**

Required fields are indicated with an asterisk (\*).

### **Optional & Required Documents**

#### **Required Documents**

#### **Optional Documents**

Contact City of Austin Employment Services

Office: 512-978-JOBS (5627)

Privacy Notice (<https://www.austintexas.gov/page/privacy-policy>)